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Minsi Trails Council, Boy Scouts of America,
P.O. Box 20624, Lehigh Valley, PA 18002-0624

Eagle Award Candidate Guidelines



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**NOTE – THE INFORMATION THAT FOLLOWS, IS FOR THE CURRENT
EAGLE PROJECT WORKBOOK – OCTOBER 2015 AND
EAGLE APPLICATION - 2016**

EAGLE SCOUT SERVICE PROJECT WORKBOOK

Eagle Scout Service Project Workbook – October 2015 printing – IS THE ONLY WORKBOOK ACCEPTABLE

One of your first steps after earning the Life Scout Award is to obtain a copy of the Boy Scouts of America's Eagle Scout Service Project Workbook, No. 512-927, October 2015 edition. We recommend you download this from the Minsi Trails Council's website at www.minsitrails.com. When page comes up "Eagle Scouts/Alumni" and then "Trail to Eagle Resources." **This Eagle Scout Service Project Workbook is the only one acceptable.** It provides detailed guidelines for the leadership service project. **USE THE WORKBOOK YOU DOWNLOADED and HAD APPROVED BY YOUR DISTRICT FOR THE DURATION OF YOUR PROJECT!!!!**

You have worked hard to get to this point on your Scouting trail and are about to complete the final requirements for the rank of Eagle. **Before doing anything else, take the time to read that document and share it with your parents or guardians.** Also, pay particular attention to the Eagle Award Application checklist on page 7 in this guide book.

See pages 2-6 of the Project Workbook and Proposal page "A" to get the information that you need to fill out your Service Project Workbook. See page 8 in this packet for names, addresses, etc. of District/Council personnel that are needed to fill out Proposal page "B".

Included in the Project Workbook are the pages that you will need to fill out while you are planning your project, obtaining project approval and reporting on the completion of the project. This information should be typed onto the sheets; the Workbook is a writable PDF format. As described in the Workbook, both before and after pictures will be required. All project information boxes are expandable to allow for detail you wish to provide or extra sheets may be included in the book as addendums.

Service Project Guidelines

The Workbook states the Boy Scouts of America's specific guidelines for the Eagle Scout Service Project. The following comments are to assist you in interpreting these guidelines:

1. Since three to twelve calendar months are usually required to complete a project in its entirety, you are advised to begin your project shortly after reaching your Life Rank. The total amount of time involved will be considerable and should represent your best possible effort. You must clearly demonstrate leadership.
2. You are **not** to start any work on the project, including the planning and obtaining approval for the project, until after you have earned the Life Scout award.
3. **You must obtain complete approval for the project before you start any physical work on it.** Complete approval includes that of your unit leader, the institution/group benefiting from the project, your unit committee, and the district advancement committee. **If you have to do any fund raising you must have prior approval from your District Executive.**
4. Projects may not be a solicitation of funds. Fundraising is permitted only for securing materials or supplies needed to carry out your project. The institution/group benefiting from the project may pay for it totally. Your project plan must describe how you will obtain any funds, if fund-raising is required, to support the project. See page 3 and Eagle Fundraising Application (EFA "A") in the project book for details. **At the time of your project approval meeting you must submit EFA "A" of the workbook for approval for your fundraising, need to have form with you even if you will not be raising funds. This is the only**

application that can be used. It must be totally filled out with proper signatures before asking for approval from the Executive for your District. Tax exempt form must come from beneficiary.

5. The Boy Scouts of America **does not have any specific requirement on the amount of time** required on a project. As a guideline the project should be planned for more than 100 man-hours of total service. Of these hours you should plan on spending at least 40 personal man-hours on the project, including time planning, coordinating and executing the project and writing the final report. Other volunteers you lead should spend at least 60 man-hours on the project.
6. Changes to the project after it has been approved that alter the final outcome as to how the project will look, how it will be conducted, where money will come from must be submitted to and approved by the district advancement committee prior to the changes being made.
7. **All work on the project must be completed prior to you attaining your 18th birthday.**

Service Project Approval Steps

1. Project Ideas – Refer to your Eagle Project Book, pages 4 to 6 to think of what you want to do for your Eagle Project. Think about what group you want to do a service project for and what they need done. Think about something that you want to do and will be proud of.
2. Talk to Your Unit Leader – Before you do anything, talk to your unit leader, or Eagle Scout project coach in your unit, about your idea for your project. The purpose of this discussion is to make sure that your idea for a project is one that will be accepted by BSA and is a good project idea. They will help make sure that your project will meet all of the requirements, that it is just the right complexity and not too big or too small.
3. Talk to Organization – Once your unit leader has told you to proceed with your planning, talk to someone in the organization for whom this project is intended to benefit. Discuss with them the idea for this project and in general about what you are going to do and what the finished project will look like. **You must present to them “Navigating The Eagle Scout Service Project. This is found as the last 2 pages of project book.**
4. Eagle Project Proposal – Using the Eagle Scout Service Project Workbook write your Eagle project proposal by following the outline in that book. If you need assistance in writing the proposal, talk to your unit leader, or your Eagle Scout project coach. If your project involves something that you will build, modify or construct, you will need to take a picture of the location where you are going to complete your project, before anything is done and include this in the Workbook as the “before” picture. If you do not believe your project requires a “before” picture discuss this with your unit leader. If your project involves building something you will need to prepare a rough sketch to help describe what you will be doing.
5. Unit Leader Review – After you have your first draft proposal completed, have your unit leader, or Eagle Scout project coach, review your proposal and they can help you add any missing details.
6. Eagle Candidate Approval – Before meeting to secure approval from the organization read the “Candidate’s Promise” on Proposal page “E” then sign and date the form.
7. Approval from Organization - Take the write-up of your proposal to the organization that will be benefiting from your project and have them review what you will be doing. This ensures that when you are finished with the project, the organization will sign off on what you did. If there is a disagreement about what the project will look like or do for them, now is the time to clear that up – not after you do all of the work. You need to have someone from the organization benefiting from this project sign your Eagle Project Workbook, on Proposal page “E”, including answering the question about receiving the info “Project Beneficiaries”.

8. Troop/Crew Approval – Review your proposal with your unit leader/your unit committee and obtain their approval. When approved they must sign and date your Eagle Project Workbook on Proposal page “E”.
9. District Advancement Committee Approval – After you have completed the steps above and others called for in your workbook, you must call your District Project Approval Representative – his/her telephone number is found on page 8 of this packet to secure a date and time to submit your signed “Eagle Scout Service Project Workbook”, your “Eagle Scout Service Project Fundraising Application” and the “Navigating the Eagle Scout Service Project.” **A Project Coach or a leader from your Troop/Crew (can be a parent) must accompany you.** They will weigh the merits of the proposed project against the Eagle expectations before accepting or rejecting it. In doing so they will consider:
 - The degree to which you are challenged to do your best.
 - The social significance of the proposed project.
 - The amount of imagination involved in the project’s conception.
 - The complexity of the project.
 - The organizational and leadership ability you will need to exhibit.
 - The degree to which you will involve other people.
 - The technical skills you will demonstrate in executing the project.

IMPORTANT: YOU MAY NOT PHYSICALLY START ANY PART OF YOUR PROJECT UNTIL YOU COMPLETE ALL OF THE SERVICE PROJECT APPROVAL STEPS INCLUDING APPROVAL FOR FUNDRAISING, IF REQUIRED.

Carrying Out and Completing the Project

1. In managing the project, you obtain the supplies, borrow tools, recruit others, arrange for transportation, development work schedules, and generally coordinate the job. You should keep a record of the materials used and the time you and others spend on various parts of the project. Planning time is an important part of this and should be included.
2. After finishing the project prepare a detailed written report. You do this by completing the remaining pages in the Workbook, adding additional sheets as required. All of these should be typed. **You must include “after” pictures in the Workbook.**
3. Review the project report with your unit leader and obtain their signature.
4. Review the project report with the representative of the organization/group that benefited from the project and obtain their signature.
5. Include the completed Eagle Scout Service Project Workbook in the three ring loose leaf binder that you prepare for your Eagle Award Application.

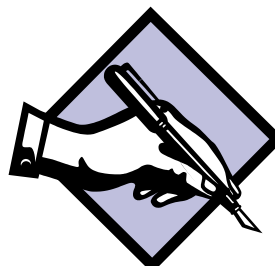
EAGLE SERVICE PROJECT ADDITIONAL HELPS

1. All paperwork should be typed or **neatly** printed in ink. It is advisable to make copies of your paperwork and all forms on which to practice before filling out the final papers. It is also advisable to keep a copy of your completed information for future reference should something get lost. The Council keeps the original information until final approval is received from the National Eagle Service and will then return it to you.

2. Complete your “Eagle Scout Service Project Workbook” as described above and follow the directions as you go through the pages. **Note – referencing previous workbooks will not help you.** Properly complete the Workbook as instructed while planning for and after completion of the project. **Plan ahead – this process will take more time than projects completed in the past.**
3. When you have finished your project and all merit badge and troop leadership requirements for the Eagle Scout Award, complete the Eagle Award Application. We recommend you download this form from the Minsi Trails Council’s website. When doing so **it has to be printed in color and back-to-back.** This **application must be the 2016 printing.** For references you must give person(s) name, complete address, including number and street, city/state/zip code. An e-mail address is required for all of your references – must be able to read them – and if they don’t have one indicate with “N/A.” **You may not use girl friends/family members/current unit leaders or anyone under 18 years of age for “two other references” and if you don’t have a “Religious” affiliation you must provide total information on a parent or guardian again.**
4. Check with your unit leader or unit advancement person to verify dates of badges earned. Your unit has access to your advancement records through Internet Advancement. If merit badges and/or rank advancements are not in the official council records when the application is received it will not be processed until documentation (Advancement Report) is received from the Troop/Crew. Blue cards are not documentation. Conflicting or missing dates will delay the application process.
5. **You, the Eagle candidate are responsible for securing the recommendation letters from those you list in requirement 2. See instructions on bottom of page six (6). Letters will be sent to the District Eagle Board of Review Chair.**
6. Signatures are required on the application and they must be dated. If your Troop/Crew leadership is not signing off on your Eagle application they must notify the Council Registrar so he can process the application according to BSA policy at the time the application is received.
7. Submit your completed Eagle Application and completed Service Project Workbook to the Council Service Center for review and certification **on or before** your eighteenth birthday. Required materials to be included are:
 - **Presentation should be in a three ring binder with “Eagle Application” as a title, your name, unit number and district on the front** and if clever, a picture of your final project.
 - Eagle Award Application neatly and completely filled out. If downloaded from the computer **it must be printed in color and back-to-back.**
 - Your personal statement of life ambition and purpose.
 - Your completed Service Project Workbook.
 - Accompanying support materials such as photographs, diagrams, etc.
8. After your application has been verified by the Council, you or your unit leader will be contacted by the Eagle board of review chairman of your District to schedule your Board of Review. In most cases it will be within 30 days from submittal of application. When you come to the Board of Review you should be neat in appearance and in your uniform, with badges worn properly.
9. Upon the satisfactory completion of your Eagle Board of Review, your application will be signed and forwarded to the national Eagle Scout Service, who will screen the application to determine if it is in order. If so, you will then be certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council.

10. Please plan your Eagle Court of Honor at least 45 days past your Board of Review date. The national Eagle Scout Service must process your application and return it to Minsi Trails Council. We cannot guarantee the turnaround time of processing your application.

If you have any questions, do not hesitate to contact your unit leader or someone on your District Advancement Committee.



Recommendation Letters – Secure them as you start to fill out your final Eagle application for submittal

Effective November 1, 2014 you will be contacting those you have listed as references, except for PARENTS/GUARDIANS. IF YOU USE YOUR PARENTS/GUARDIANS FOR “RELIGIOUS” DO NOT ASK FOR RECOMMENDATION LETTER. “TWO OTHER REFERECES” CANNOT BE GIRL FRIENDS/RELATIVES OR CURRENT LEADERS IN YOUR TROOP AND THEY MUST BE 18 OR OLDER.

We still require the name of a person, (NOT name of church or school, etc.) complete address including building number and street/city/state/zip code, along with telephone number and e-mail address. These are required in case your Eagle Board Chair has to contact a reference.

AS YOU ASK ADULTS TO WRITE A LETTER FOR YOU, GIVE THEM A COPY OF THE LETTER, PROPERLY FILLED OUT. IT HAS BEEN SUGGESTED THAT YOU PROVIDE AN ENVELOPE WITH THE NAME AND ADDRESS OF YOUR DISTRICT EAGLE BOARD OF REVIEW CHAIR TO THOSE AS YOU ASK THEM.

This new process, will shorten the time between your application being turned in and your Board of Review. With new reference letter process we are getting about a 90% response versus about 50% prior to.

You will find a copy of the letter to use for your district on the website where you secured your project and Eagle application. It will have a title of “Eagle Candidate Recommendation Letters By District”. You are to print it out and fill in, by hand, the date you are presenting the request, the name of the person you are asking for the recommendation and add your name after Eagle Candidate. Please sign on the line at the bottom of the request.

Make sure you use the correct District – name on top of the form. If you are from the Forks of the Delaware District, you have a letter for PA Units and another for NJ Units, as the boards are split.

EAGLE CANDIDATE APPLICATION CHECKLIST

Before filing in any part of your application, read the entire form, focusing on the fine print. Important information is given below that will make completing the form easier.

Make copies of the “Eagle Application Form”, so you can practice filling it out. Your neatness and precision on the original form will make a favorable impression on your Board of Review. This is **your** application – you fill it out. Submit the original form only – no copies. **It must be printed in color and back-to-back.**

CHECK LIST

- Name as it is to appear on your Eagle Certificate.
- Complete and correct mailing address – **NO ABBREVIATIONS** except for State.
- Unit type (Troop/Crew), local number, City, State, Zip Code of sponsoring organization.
- Date joined Troop or Crew – must be on or before any badges earned. Your unit has the information
- Date of First Class Rank.
- Date of Star Rank – Must be **four full months** between First Class & Star Boards of Review.
- Answer the “yes or no” questions about Cub Scouting. If you were in Cub Scouting – 5th grade answer is “no”
- Date of Birth – **You must** submit your completed application on or before your 18th birthday.
- Date of Life Rank – There must be **six full months** between Star & Life Boards of Review.
- **Requirement 2** – Name **must be a person’s name** and cannot be the name of a church, school, etc. **Address must be complete including street, city, state & zip code** so person can be written to or called. (You may abbreviate Rd/St/Ave/PA/NJ) You must include e-mail address (**must be able to read it**) If a person does not have an e-mail address write “N/A” If you are not affiliated with a religious organization your family information must be entered as it is on the line above this (**Not ditto or see above**). **You cannot use** girl friends, relatives, current unit personnel or anyone under 18 years of age “for two other references”.
- **Requirement 3** - Twenty-One (21) Merit Badges earned. List full date when signed by counselor. You must give Unit Number in which badges were earned. If not earned in Minsi Trails Council you must provide the paperwork from previous Council for **ALL** ranks and merit badges. **Cross out** badges not being used in spaces 7, 8 & 10. If you just earned Merit Badges your unit must turn in an Advancement Report with the badges listed on it before you submit the application.
- **Requirement 4** - Must serve at least six (6) full months in an approved position of responsibility in the unit in which you are registered, **between Life & Eagle Boards of Review dates**. Approved positions are listed on the Eagle Application. **“From date” must be on or after Life Board of Review date and final date cannot go beyond date you sign application. You cannot hold two positions at the same time.**
- Eagle Scout Service Project Workbook (neatly completed) is to be included with application.
- **Requirement 5** - Project Name – Who it was done for – what it was – **did you build/renovate/enhance?**
- Project completion date – Must be after Life Rank earned and date the Beneficiary signed/dated book.
- **Requirement 6** - Date Unit Leader Conference held must be on or after date of project completion.
- **See note in box about Ambitions and life purpose statement requirement** (should be meaningful).
- Your signature and date must be on or after date of project completion.
- Unit Leader and Unit Committee Chairman Signatures and dates must be on or after date of Eagle Scout candidate.
- When you have completed all of your requirements and paperwork, prior to your 18th birthday, you may send it to Minsi Trails Council, PO Box 20624, Lehigh Valley, PA 18002-0264 **OR** bring it to the Minsi Trails Council Scout Service Center, 991 Postal Road, Allentown 18109, Monday – Friday 9:00 AM – 5:00 PM.

If you wish to have it checked, while you wait, please call 610-264-8551 to set an appointment. NO call – NO appointment – NO personal check! E-Mail request is not an appointment!

**DISTRICT PROJECT APPROVAL REPRESENTATIVES,
EAGLE BOARD OF REVIEW CHAIRS and YOUR COUNCIL SERVICE CENTER**

Pocono – Wayne Maloney, 341 Timber Hill Road, Henryville, PA 18332
(H) 570-236-8057 (e-mail) wgad@ptd.net

Forks of Delaware – (PA UNITS) Jim Daley, 475 East Lawn Road, Nazareth, PA 18064
(H) 610-759-7169 (e-mail) j.daley@rcn.com

(NJ UNITS) Jon Slaton, 6 McEntee Road, Milford, NJ 08848
(H) 908-995-4663 (e-mail) (Put in “Subject Line” – Eagle) bsanut@verizon.net

South Mountain – Roxanne Mayrosh, 514 S. Hoffert Street, Bethlehem, PA 18015
(H) 610-866-4968 (e-mail) rsuemay@ptd.net

Trexler - (Eagle Projects) Grant “AJ” Kotz, 460 S Oak Street, Alburtis, PA 18011
(H) 610-966-2896 (e-mail) trexlereagles@rcn.com

(Eagle Boards of Reviews) Chad B. Seibert, 4777 Vera Cruz Road
Emmaus, PA 18049 (H) 484-554-5964 (e-mail) cseibert@buckeye.com

North Valley – S. Randall Marushak, 5839 Cove Road, Laurys Station, PA 18059
(H) 610-262-8089

Anthracite – Tom Boock, 444 Cedar Head Road, Sugarloaf, PA 18249
(Cell) 570-233-6860 (e-mail) tboock72@me.com

YOUR COUNCIL SERVICE CENTER

Contact Name – Charles M. Chase, PO Box 20624, Lehigh Valley, PA 18002. Physical address is 991 Postal Road, Allentown, PA 18109. Telephone number is 610-264-8551. **DO NOT** use e-mail

CONTACT INFORMATION TO SECURE PROJECT FUNDRAISING APPROVAL

Go to Minsi Trails website – click on “Contact Us” – “Minsi Trails Council Staff” and select the executive for your district. **DO NOT** use e-mail!

PROJECT COACH

This position is not required, but would be very helpful to you. If chosen, the person **MUST BE** a registered member of the Boy Scouts of America, the youth protection training must be current and be for Cub/Boy Scouting. Person must be compliant for PA Act 53. If you are earning the award in the Venture program the Youth Protection must be for Venturing. **You must bring your Project Coach or another adult from your unit or a parent with you to your project approval meeting!!!**